

# Amber Yanez

Milliken, CO 80543

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Self motivated driven individual who is proficient and accurate when entering data and an expert at proof reading, identifying mistakes quickly, and informing supervisor of issues for error free bookkeeping. I am a well organized accounts payable clerk accomplished in processing vendor invoices and maintains updated systems. Detailed in invoice reconciliation to minimize overpayments. Solid background in managing invoices, tracking expenses and updating vendor files. Detail oriented and professional in processing and posting invoices in JD Edwards. Have experience in Quickbooks and ADP.

Authorized to work in the US for any employer

## Work Experience

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### **Human Resources**

Majestic Petroleum - Midland, TX

June 2022 to June 2022

Child support Verifications, Drug Screenings, employment verifications, Payroll

### **AP/AR**

Blue Streak Transportation - Odessa, TX

September 2016 to August 2021

Accounts Payable, Accounts Receivable, Fuel Purchase Orders, Fuel Match Vouchers, Expense Purchase Orders and Expense Match Vouchers. Eft Wire transactions. Accounts Receivable, fuel and Lubricant sales orders, invoicing, open invoice data entry, and cash receipts. Journal entries and GL account reconciliation.

### **AP**

Flint Energy Services - Odessa, TX

April 2014 to September 2016

Accounts Payable, Purchase Orders, Invoice Match Voucher Accounts Receivable, Payroll.

## Skills

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- Vendor account monitoring
- Bill payment
- Month end closing
- Check processing
- Account analysis
- General ledger entries
- Account payables

- Account Management
- Invoicing and billing
- Vendor relationships
- Month end inventory
- Customer account reconciliation
- JD Edwards
- Open invoice
- ADP
- Proficient in Excel
- Proficient in Word Documents
- Proficient in Adobe
- QuickBooks
- Accounts payable
- Communication skills
- Time management
- Microsoft Office